

**Professional Growth Plan
For
Building and District Administrators
Development and Reporting Manual**

Draft for Board Adoption

September 17, 2003

COVER SHEET

ADMINISTRATOR'S LICENSE RENEWAL REPORT

Directions: Complete this form and place it as the first page of your License Renewal Report. Secure all submitted papers with a staple or binder clip in the upper left corner. **DO NOT submit materials in a binder or notebook. Please retain a photocopy of the entire submission for your personal files.** Completed reports should be submitted to

**Indiana Professional Standards Board
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-1953**

Attestation:

- This license renewal report has been submitted as one of the requirements for the renewal of an Indiana Standard or Proficient Practitioner License.
- I am the sole author of any reflections and commentaries included in this document.
- There is no plagiarized material in this report.
- I understand that the information in this report is subject to audit verification and I give the Indiana Professional Standards Board or its designee authority to contact any individual or organization as may be required to verify the information.
- I understand that any falsification of the material submitted will result in rejection of the entire report and that a license may be revoked or suspended if the submitted materials are fraudulent (515 IAC 1-2-18(b)(1)).
- I understand that, once the report is submitted, all of the included information and documents are retained by the Indiana Professional Standards Board and will not be returned to me.
- I understand that, if I am a holder of a Rules 46-47 License and I submit this report for license renewal, I will be required to use this option for all future license renewals (insert code citation from Rule 7 when final).

Administrator's Signature

Date Submitted

Administrator's Printed Name

License Number

Address to which the License Renewal Certificate is to be mailed:









Name: _____

Street Address and Apt. No. _____

City: _____ State: _____ Zip Code (including 4 digits): _____ - _____


Please Note: Certificates are mailed within 60 days of the receipt of the **complete** License Renewal Report. Submission of incomplete or handwritten reports will significantly delay the review of materials.

Review of the Administrator's License Renewal Report

SECTION	WHAT TO DO	WHAT TO SUBMIT	# OF PAGES
Section 1: Administrator Background/ Transmittal	<ul style="list-style-type: none"> ✓ Assemble all requested information ✓ List the titles of Building/District administrator standards your plan will cover 	 This form	1-2
Section 2: Professional Growth Plan: Goals	<ul style="list-style-type: none"> ✓ State three goals and answer the questions related to them 	 This form (one form per goal)	3-6
Section 3: Professional Growth Plan: Anticipated Experiences	<ul style="list-style-type: none"> ✓ Determine the types of experiences you will plan to achieve your goals ✓ Determine the types of evidence that would help you decide the extent to which you did achieve your goals 	 This form	1-2
Section 4: Professional Growth Experiences Chart	<ul style="list-style-type: none"> ✓ Determine the number of points for the types of experiences you will plan to achieve your goals and record on the PGE Log 	 This form	1+
Section 5: Professional Growth Experience Documentation	<ul style="list-style-type: none"> ✓ Assemble all official documentation of your experiences ✓ If an official document is not available, obtain a verification signature on the form provided 	 Any official documentation that certifies successful completion of a Professional Growth Experience or this form (if needed)	1+ (as needed)
Section 6 Goal Attainment Summary: Self-Assessment	<ul style="list-style-type: none"> ✓ Rate your own attainment of each goal on a scale from "0" to "3" ✓ Write a concise reflection on the attainment of each goal 	 This form	3-6
Section 7 Goal Attainment Summary: Team Assessment	<ul style="list-style-type: none"> ✓ Ask your Professional Growth Team members to collectively rate your attainment of each goal on a scale from "0" to "3" ✓ Ask your team to collectively write a concise narrative on the attainment of each goal 	 This form after securing the signatures of your team members	3-6
Section 8 PGP & Experiences Reflection and Modifications	<ul style="list-style-type: none"> ✓ Write a concise reflection on the attainment of the Professional Growth Plan as a whole. 	 This form	1-2
Section 9 Signature Page	<ul style="list-style-type: none"> ✓ Ask your team members to sign and verify their participation and indicate modifications 	 This form	1

TOTAL LICENSE RENEWAL REPORT PAGES = 15-26

Section 1
License Renewal Report
Administrator's Background / Transmittal

Section 1: Administrator Background/ Transmittal	✓ Assemble all requested information ✓ List the titles of educator standards your plan will cover	 This form	1-2 pages
---	---	---	--------------

Name:

Date Submitted:

License Information (Renewable Licenses Only):

(Please use the "First License #" to identify all subsequent sheets.)

First Renewable License #:

Type:

Expiration Date:

Preparation Level:

Content Area:

Second Renewable License #:

Type:

Expiration Date:

Preparation Level:

Content Area:

Third Renewable License #:

Type:

Expiration Date:

Preparation Level:

Content Area:

Education:

Undergraduate school:

Degree/Endorsements:

Date Granted:

Graduate school:

Degree/Endorsements:

Date Granted:

Teaching/School Services/Administrative Experience:

(Please list all experiences, including those outside of Indiana and attach a photocopy of any out of state licenses.)


District (starting with current)	Years	Grade	Content Area/Position
1.			
2.			
3.			

Applicable Standards:

IPSB District or Building Administrators Standards (for educators):

IPSB Developmental Standards (list titles, e.g. Early Childhood):

Section 2
Administrators License Renewal Report
Professional Growth Plan

Section 2: Professional Growth Plan: Goals	✓ State three goals and answer the questions related to them	 This form (one form per goal)	3-6 pages
---	--	---	-----------

First Renewable License Number:

Page of

Goal # 1 ☐ 2 ☐ 3 ☐

Individual Professional Growth Goal:

Related IPSB Building/District Administrator Standard(s) (include both # and text):

Related IPSB Developmental Standard(s) (include both # and text):


How does this goal relate to your chosen IPSB Standards?

Explain how this goal relates to your current position.

Will this goal relate to your school improvement plan? __Yes __No Explain your answer.

Write a paragraph relating the impact of this goal on student learning.

Section 3
Administrator's License Renewal Report
Professional Growth Plan

Section 3: Professional Growth Plan: Anticipated Experiences	<ul style="list-style-type: none">✓ Determine the types of experiences you will plan to achieve your goals✓ Determine the types of evidence that would help you decide the extent to which you did achieve your goals	 This form	1-2 pages
---	--	---	--------------

First Renewable License Number:

Page of

Anticipated Experiences

List and briefly describe the types of experiences you expect to use to help you achieve your goals. Refer to the Professional Growth Experiences Chart in Section 4.

Professional Growth Option	Number of Points	Expected Documentation	Related Goals	Anticipated Completion Date
			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	

**Section 4: Professional Growth Experiences For School Leaders
Point Values and Conditions for Continuing Education**

All options selected must relate to Indiana **standards** and meet portfolio criteria; documentation must reflect this. The *Standards for Building Administrators* and *Standards for District Administrators* are listed below.

Standards for Building Administrators		Standards for District Administrators	
Standard #1	A Vision of Learning	Standard #1	Educational Vision
Standard #2	School Culture and Instructional Programs	Standard #2	School Culture
Standard #3	Management	Standard #3	Management
Standard #4	Collaboration with Families and the Community	Standard #4	Communication and Collaboration with Communities
Standard #5	Acting with Integrity and Fairness in an Ethical Manner	Standard #5	Acting with Honesty, Fairness and Professional Ethics
Standard #6	The Political, Social, Economic, Legal and Cultural Context	Standard #6	Political, Social, Legal, Economic & Cultural Environments
		Standard #7	Instructional Programs
		Standard #8	Policy Implementation

For the complete standards, including performance statements, please visit the website of the Indiana Professional Standards Board at www.in.gov/psb.

A school administrator must have a **MINIMUM** of 90 total points to be eligible for renewal of his/her license. All activities must have the approval of the Professional Growth Team. All activities must address multiple standards, as defined by the Professional Growth Team. All activities must have been completed subsequent to the issuance of the previous administrative license and have occurred within five years of the renewal date.

Options	Maximum Points	Point Value	Required Verifications	Criteria (standard/goal related, completed)
In-service Credit	45 points/5 year period	1 credit/semester hour =15 points 1 clock hour = 1 point	*In-service Credit Approval Slip <u>or</u> Course Attendance slip <u>or</u> Certificate of Completion *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*In-service course or program and documentation of successful completion must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Professional Conference/ Workshop/Institute	45 points/5 year period	1clock hour in workshops = 1 point	*Original certificate of attendance/completion <u>or</u> *Letter from Supervisor/Conference Staff *Copies/Exhibits of products developed by applicant including program agenda. *Documentation listing the appropriate standard(s) and performance statement(s)	*Must include only time spent in those portions of the conference program that contribute to the participants knowledge, competence, performance or effectiveness in education as related to areas of growth *Conference/Workshop/Institute and documentation of attendance must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.

Administrator Professional Growth Plan Development and Reporting Manual

Options	Maximum Points	Point Value	Required Verifications	Criteria (standard/goal related, completed)
New Administrator Mentoring	36 points/5 year period	1 clock hour = 1 point	*Signed Mentor Form *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Must be mentoring a new administrator *Documentation must be approved by the Professional Growth Team and include the specific performance statements from the appropriate standards the activity enhances. <u>*Must complete a formal state/local program</u>
License Renewal Professional Growth Team Member	25 points/5 year period	1 clock hour = 1 point	*Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Must be mentoring another administrator going through the re-licensing process. *Documentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Educational Travel	5 points/5 year period	5 points/travel	*Copies/Exhibits of products developed by applicant *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Travel activities and Documentation of educational travel must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Presentation	10 pts/3 hr of presentation time 30 pts/longer course (>9 hours of presentation time)	1 clock hour = 1 point Minimum of 3 hours	*Copies/Exhibits of products developed by applicant *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Must include only actual time preparing and presenting a professional course, workshop or presentation. For the initial event. *Documentation of presentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances. *Presentation must be external to the administrator's employing school district.

Administrator Professional Growth Plan Development and Reporting Manual

Options	Maximum Points	Point Value	Sample Verifications	Criteria (standard/goal related, completed)
Indiana Principal Leadership Academy (IPLA)	90 points/5 years	90 points	<ul style="list-style-type: none"> *Original certificate of attendance/completion <u>or</u> *Letter from Supervisor/Conference Staff *Copies/Exhibits of products developed by applicant including program agenda. *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances. 	<ul style="list-style-type: none"> *Must include only time spent in those portions of the conference program that contribute to the participants knowledge, competence, performance or effectiveness in education as related to areas of growth *Conference/Workshop/Institute and documentation of attendance must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Educational Research	15 points/project 30 points/5 years	1 hour = 1 point Minimum of 3 hours	<ul style="list-style-type: none"> *Copies/Exhibits of products developed by applicant featuring research findings. *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances. 	<ul style="list-style-type: none"> *Research must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Curriculum Development	45 points/5 years	1 hour = 1 point Minimum of 3 hours	<ul style="list-style-type: none"> *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances. Excerpts submitted for documentation should not exceed 3 pages. 	<ul style="list-style-type: none"> *Must be service on formal committee organized by local district, state, national or international education agency. *Documentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Professional Programs/Committees	50 points/5 years	1 hour = 1 point	<ul style="list-style-type: none"> *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances. 	<ul style="list-style-type: none"> *Must be service on formal committee organized by local district, state, national or international education agency. *Documentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.


Administrator Professional Growth Plan Development and Reporting Manual

Options	Maximum Points	Point Value	Required Verifications	Criteria (standard/goal related, completed)
College Credit	90 points/5 years	1 semester hour=15 pts 1 quarter hour=10 pts	*Official Transcripts *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Must be earned from an accredited college *Course must be completed at the graduate level. *Must be a grade of “B” or better or a “P” in pass/fail.
College/University Teaching	90 points/5 years	1 semester hour=15 pts 1 quarter hour=10 pts	*Letter of verification from department chairman of the administration program <u>or</u> the associate dean of the education department <u>or</u> the dean of the education department. *Copy of syllabi for course(s) taught. *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	* <u>Teaching assignment must be through a college/university accredited to offer administration and supervision or teacher preparation programs at the graduate level.</u> *Teaching assignment must be at the graduate level in either the education department or in the administration/supervision department. *Documentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Educational Publication	45 points/5 years	45 points for book Up to 10 points/other Publication	*Copy of publication or document and Documentation Form *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Must contribute to the profession or add to the body of knowledge in the individual’s specific field *Must be commercially published <u>or</u> formally approved document <u>or</u> formally published by a recognized state or National agency or organization. *Verification of work must be approved by the Professional Growth Team and include the specific performance statements from the appropriate standards the activity enhances.

Administrator Professional Growth Plan Development and Reporting Manual

Options	Maximum Points	Point Value	Sample Verifications	Criteria (standard/goal related, completed)
Accreditation Activities, e.g., PBA, North Central, Baldrige, NCATE	25 points/5 year period for Chair 15 points/5 year period year for team member Total maximum of 40 points/5 year period	25 points per visit for chair 15 points per visit for team membership	*Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Must be a chairperson or active member of listed committee or other committee with similar duties. *Documentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Other Experience/Activity	Number of points to be determined by Professional Growth Team, based on the activity. Applicant can earn up to 30 points in a 5 year period.	1 hour = 1 point	*Documentation Form *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances. *Copies/Exhibits of products developed by applicant, if applicable	*Must enhance individual's work in the profession or contribute to his/her area of specialization and is documented as standards-based. *Activity must be <u>pre-approved</u> by Professional Growth Team. *Documentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.



Administrator's License Renewal Report Professional Growth Experience Log

Section 4: Professional Growth Experiences Chart	✓ Determine the number of points for the types of experiences you will plan to achieve your goals and record on the PGE Log	 This form	1+ pages
---	---	---	-------------

First Renewable License Number:

Date	Related Goals	Experience	Points
	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		
	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		
	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		
	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		
	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		
	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		
	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		
	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		
Total			

Section 5
Administrator's License Renewal Report
Professional Growth Experience Documentation

Section 5: Professional Growth Experience Documentation	<ul style="list-style-type: none">✓ Assemble all official documentation of your experiences✓ If an official document is not available, obtain a verification signature on the form provided	<ul style="list-style-type: none"> Any official documentation that certifies successful completion of a Professional Growth Experience This form (if needed)	1+ pages (as needed)
--	--	---	-------------------------------

First Renewable License Number:

Experience Title:

Location:

Date: Time: Total Hours: Points Earned:

Summary of Activity:

Please attach any relevant documentation of the experience **OR** complete this verification section for building level or corporation level activities. See Points Value Chart for descriptions of acceptable documentation.

Third-Party Verification of Activity:

I, the undersigned, hereby verify the Professional Growth Experience was, in fact, performed as herein described by the educator designated by the above license number.


I AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FOREGOING STATEMENTS ARE TRUE.

_____ Printed Name	_____ Title
_____ 	_____ Phone
_____ Address	_____ E-Mail
_____ Verification Signature *	_____ Date

License Number _____

* This person must hold a valid license issued by the Indiana Professional Standards Board.

Section 6
Administrator's License Renewal Report
Goals Attainment Summary
Self-Assessment

Section 6: Goal Attainment Summary: Self-Assessment	✓ Rate your own attainment of each goal on a scale from “0” to “3” ✓ Write a concise reflection on the attainment of each goal	 This form	3-6 pages
--	---	---	-----------

*This form must be submitted with the licensure renewal materials.
 It will not impact the renewal decision.*

First Renewable License Number:

Check one statement that best describes the attainment of each goal.

Then write a concise reflection on the attainment of each goal. Be sure your reflection includes the relationship of your experiences to the goal, the impact on student learning and how the activity improved your skills as an educator.

Documentation and written commentaries, taken together, provide...	0- little or no evidence of goal attainment	1- limited evidence of goal attainment	2- clear evidence of goal attainment although the evidence may be uneven in depth and scope	3- clear, consistent, and convincing evidence of goal attainment
Goal 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection on Goal 1 attainment:				
Goal 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection on Goal 2 attainment:				
Goal 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection on Goal 3 attainment:				

Section 7

Administrator's License Renewal Report

Goals Attainment Summary

Professional Growth Team Feedback and Experience Verification

Section 7: Goal Attainment Summary: Team Assessment	<ul style="list-style-type: none"> ✓ Ask your Professional Growth Team members to collectively rate your attainment of each goal on a scale from "0" to "3" ✓ Ask your team to collectively write a concise narrative on the attainment of each goal 	✍ This form after securing the signatures of your team members	3-6 pages
--	--	--	-----------

Professional Growth Team members complete this form to be submitted with the license renewal materials.

It will not impact the renewal decision, but should be used in developing the next professional growth plan..

First Renewable License Number:


Check one statement that best describes the attainment of each goal.

Then write a concise narrative on the attainment of each goal. Be sure your feedback includes the relationship of the experiences to the goal, the impact on student learning and how the activity improved your colleague's skills as an educator.

Documentation and written commentaries, taken together, provide...	0- little or no evidence of goal attainment	1-limited evidence of goal attainment	2- clear evidence of goal attainment although the evidence may be uneven in depth and scope..	3-clear, consistent, and convincing evidence of goal attainment
Goal 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection on Goal 1 attainment:				
Goal 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection on Goal 2 attainment:				
Goal 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection on Goal 3 attainment:				

Section 8

Administrator's License Renewal Report Professional Growth Plan Projection

Section 8: PGP & Experiences Reflection and Modifications	✓ Write a concise reflection on the attainment of the Professional Growth Plan as a whole.	 This form	1-2 pages
--	--	---	-----------

First Renewable License Number:

Write a concise reflection on the attainment of the Professional Growth Plan as a whole. Be sure your reflection includes how all of your experiences relate to all of your goals, taken together. Use additional paper, if needed.


(A) As a result of this submitted plan, your experiences, and the growth that occurred, what goals do you anticipate being a part of your next Professional Growth Plan, and how do you intend to attain them? Identify at least three goals, indicating which goals are being continued from the current plan and any new goals.

(B) Professional Growth Plan for next license renewal (to expire in five years). On the chart below indicate the types of experiences that will be required to attain your goals during the next renewal period.

Related Goals (refer to section A)	Professional Growth Option (refer to Table in Section 4)	Projected Date of Completion

If you wish to modify your projected plan during the renewal cycle, you may do so with the approval of your Professional Growth Team. Please explain the modification and how your goals are affected. The revised plan should be submitted with your renewal report. Approval of the modifications should be documented on the signature page.

Section 9 Signature Page

Section 9: Signature Page	✓ Ask your team members to sign and verify their participation and indicate modifications	 This form	1
--------------------------------------	---	---	---

We have read and reviewed all sections of the License Renewal report.

Signature of Mentor Team Leader

Date

Signature of District Peer Advisor

Date

Signature of University Advisor

Date

Date of first modification (if applicable)_____

Signature of Mentor Team Leader

Date

Signature of District Peer Advisor

Date

Signature of University Advisor

Date

Date of second modification (if applicable)_____

Signature of Mentor Team Leader

Date

Signature of District Peer Advisor

Date

Signature of University Advisor

Date

Building and District Administrators

License Renewal

Reporting Manual

Appendices

Glossary

ACCOMPLISHED PRACTITIONER LICENSE

A ten-year administration license issued to a candidate who holds a proficient practitioner license, a doctoral degree, and no less than seven years of experience in the appropriate position, as defined by by rule.

ACTIVE LICENSE

A current license that is not expired and has not been revoked or surrendered for any reason.

APPROPRIATE SUPERVISOR

Reviews PGPs. This person could be team leader, principal, or other designated administrator.

APPROVED UNIVERSITY COURSE WORK

Course work completed at a university with an IPSB approved school administration program based on INTASC principles, IPSB content and developmental standards, NBPTS standards, and IACTE essential characteristics.

APPROVED PROGRAM

Advanced degree program approved by the IPSB that meets INTASC principles, IPSB content and developmental standards, NBPTS standards, and IACTE essential characteristics.

BUILDING LEVEL ADMINISTRATOR

The building level administrator license applies to all, regardless of title (e.g., assistant to, assistant, deputy), who have the role/responsibility for direct supervision and/or primary evaluation of other licensed personnel. The IPSB recognizes the building level administrator license encompasses all school settings.

COMPLETION STANDARD

Submission has been determined to contain all of the required parts or elements. Each of the required areas has been adequately addressed and no required information has been omitted.

DISTRICT ADMINISTRATOR

The IPSB recognizes four district administrator licenses: superintendent, director of career and technical education, director of curriculum and instruction, and director of exceptional needs. The Board has determined that these licenses are required by all, regardless of title, who have the role/responsibility for direct supervision and/or primary evaluation of other licensed personnel. Individuals assigned to positions including business manager, human resources, transportation, etc., are not required to hold the district administrator license.

DISTRICT PEER ADVISOR

An experienced building level or district administrator, licensed in the appropriate area, who serves on the professional growth team. The peer advisor may be from the same school district as the applicant or may be a recent Indiana retiree (four years or less). In situations where no individual within the district is able to serve in this capacity, a qualified person from a neighboring Indiana district may do so.

INDIANA ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION (IACTE)

IACTE is a professional organization of colleges and universities with undergraduate and/or graduate programs to prepare professional educators and is a state organization of the American Associations of Colleges for Teacher Education (AACTE).

INDIANA PROFESSIONAL STANDARDS BOARD (IPSB)

The state agency governing licensing of educators in the state of Indiana.

INITIAL PRACTITIONER LICENSE

A two-year administration license issued to a candidate who has successfully completed a standards based higher education program and has successfully passed the School Leaders Licensure Assessment (SLLA).

IN-SERVICE CREDIT

For purposes of the professional growth experiences for this pilot project, this option is defined as experiences that occur within the school district.

INTERSTATE NEW TEACHER ASSESSMENT AND SUPPORT CONSORTIUM (INTASC)

INTASC, established in 1987 by the Council of Chief State School Officers, supports collaboration among states interested in rethinking teacher preparation, induction, licensing and assessment for the educational professional.

INTERSTATE SCHOOL LEADERS LICENSURE CONSORTIUM (ISLLC)

A program of the Council of Chief State School Officers which developed the *Standards for School Leaders* in 1996.

NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS (NBPTS)

The NBPTS is an independent non-profit organization founded in 1987, governed by a sixty-three-member board of directors, the majority of whom are classroom teachers. The NBPTS establishes standards for what accomplished teachers should know and be able to do.

PROFESSIONAL CONFERENCE OR WORKSHOP

For purposes of the professional growth experiences for this pilot project, this option is defined as experiences that occur external to the school district.

PROFESSIONAL GROWTH EXPERIENCES (PGE)

Professional experiences based on INTASC principals, IPSB content and developmental standards, NBPTS standards, and IACTE essential characteristics.

PROFESSIONAL GROWTH PLAN (PGP)

Demonstrates goals and strategies related to the INTASC principles, IPSB content and developmental standards, NBPTS standards, and IACTE essential characteristics.

PROFESSIONAL GROWTH TEAM (PGT)

The school corporation or other local governing body determines the process for establishing PGTs and describes the membership and responsibilities of such teams. *

PROFESSIONAL GROWTH TEAM LEADER

An experienced administrator, licensed in the appropriate area, who leads the professional growth team. The peer advisor must have no apparent conflict of interest with the applicant, district peer advisor, university advisor, or school district. This person may be a recent retiree (four years or less).

PROFESSIONAL PORTFOLIO

Credible evidence demonstrating achievement of goals set forth in a PGP.

PROFICIENT PRACTITIONER LICENSE

A five-year renewable administration license issued to a candidate who has successfully completed the beginning administrator assessment program.

REFLECTION

The disciplined practice of considering the effects of one's own behavior and decisions on other people and on one's own development.

SCHOOL LEADERS LICENSURE ASSESSMENT (SLLA)

A test aligned with the *Standards for School Leaders*, developed and administered by the Educational Testing Service.

STANDARDS

Expected learning outcomes that delineate the key aspects of professional performance.

Academic content standards – The general expectations of what a student should know and be able to do.

Teaching standards – The expectations of what teachers should know and be able to do to assist learning for students.

Administrator standards – The expectations of what a school leader should know, how they should act, and what they should be able to do.

STANDARDS-BASED

A word that describes teaching and learning that is based on content, developmental, and teaching standards.

*To be determined after completion of pilots.